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Justice Bulletin

Montana Board of Crime Control

[website mbcc.mt.gov](http://www.mbcc.mt.gov)

A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408
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Request for Proposals (RFP)

#07-13 Prevention and After-School Program Funding

Applications must be postmarked on, or received by August 6, 2007

Project Dates: October 1, 2007 – June 30, 2008

I. Introduction

The Montana Board of Crime Control (MBCC) is soliciting proposals to sustain existing Prevention and After-School Programs for at-risk youth as authorized by House Bill No.677 and enacted by the 2007 Montana State Legislature. Approximately \$125, 000 is currently available for after school programs projected to start October 1, 2007. It is anticipated that up to five projects will be funded with the possibility for one school year's additional funding for programs demonstrating effectiveness through solid program evaluation and fidelity to a best practice program model.

II. Purpose of Grant

Quality after-school programs reduce risk factors and increase protective factors for at risk youth. After school programs keep children of all ages safe and out of trouble because they meet family needs by providing responsible adult supervision of children during non-school hours. They also offer rewarding, challenging, and age-appropriate activities in a safe, structured, positive environment. Research has identified three major functions provided by after school programs. They 1) provide supervision, 2) offer enriching experiences and positive social interaction, and 3) improve academic achievement (Fashola, 1999).

Successful applicants will deliver activities found in quality after-school programs. The following are activities delivered in quality after-school programs:

- Mentoring
- Computer instruction
- Homework assistance centers
- College awareness and preparation
- Activities linked to law enforcement
- Employment preparation or training

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- Courses and enrichment in culture and the arts
- Volunteer and community service opportunities
- Drug and violence prevention curricula and counseling
- Language instruction, including English as a second language
- Youth leadership activities (e.g., Boy Scouts, Girl Scouts, academic clubs)
- Tutoring and supplementing instruction in basic skills, such as reading, math, and science [U.S. Department of Justice, 2000]

Model Programs Guide Version 2.5 (OJJDP)

III. Eligibility

Existing after-school/prevention programs including school districts, tribal government, non-profits, and units of local government may apply.

Non-profit organizations must submit documentation of their IRS 501-3C Non-profit status.

IV. Late Applications

Late submittals will not be considered.

V. Funding Period

Funding period is October 1, 2007 - June 30, 2008.

VI. Limitations and Fund Use

Review this list carefully. If you have any questions, call prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87 or A-21, and state policy.
6. State rates are to be used for calculating mileage, per diem, and lodging. For more information go to www.mt.gov/doa, click on travel policy/hotel listings. Call for instructions regarding out of state travel.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.

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11. Funds may not be expended or obligated prior to October 1, 2007.
12. Purchase or lease of vehicles is not permitted.
13. Mileage will be allowed at the current approved state rate.
14. If your agency received less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

Note: Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Note: Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project.

VII. Special Requirements

All successful applicants for grant award funds from MBCC must agree to the following:

1. Submit quarterly reports in the prescribed format according to the MBCC time frames providing data on the following minimum performance measure requirements for public and/or legislative audiences. It is expected that your program have additional performance measures to report to MBCC.

Output Measures	Objective	Definition	Reporting Format
Number of Collaborations Developed	Increase community support for program.	Include all formal partnerships or coordination agreements.	Number Memoranda of Understandings or other formal partnerships developed.
Number of Youth Served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period.	Number of program youth carried over from previous reporting period, plus new admissions during the reporting period.
GPA	Improve pro-social behaviors	The number and percent of program youth who have exhibited a desired change in GPA during the reporting period.	A. Number of program youth served during the program period with increased GPA B. Total number of youth who served during the reporting period C. Total = A divided by B
Number and percent of program families and youth satisfied with program	Increase community support for program	The number and percent of families and youth who report being satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Total number of family and youth affiliated with the program B. Total number of program family and youth satisfied with the program during the reporting period C. Total = A divided by B

2. Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.

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VIII. Selection Process

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. Because these funds are for existing after-school programs, MBCC staff will follow up with a phone call for disclosure of funding information after the initial screening. Please be prepared to share funding sources for your after-school program. The fiscal staff and program manager will review the applications and summarize their findings to the Prevention Committee of the Montana Board of Crime Control for their recommendations.

The Montana Board of Crime Control will review all recommendations from the Prevention Committee and make awards. Applicants will be provided with the Prevention Committee's written recommendations.

IX. Awards & Appeal

Appeal of Prevention Committee recommendations must be substantive and made in writing to the Executive Director of the Montana Board of Crime Control at least 10 days prior to the Montana Board of Crime Control meeting. Further appeal information will be provided in the applicant's written notification of award or denial.

X. Application Procedures

Important New Information

Applications will now be accepted only through MBCC's Online Subgrant Application System (OSAS).

1. Go to www.mbcc.mt.gov.
2. Click on the grants link on the green header to access instructions and to register.
3. **Register as a New User** if you are a first time user of the online application system. Allow five business days for MBCC staff to activate your new user information.

The majority of the application can be submitted online, however some documents must still be mailed. Your application will be considered complete only if the online application is submitted and the mailed documents are postmarked by the deadline. The following parts of your application must still be mailed:

1. Signature page
2. Nonprofit status verification.

Who to Call for Online Application Assistance: Please call our front office if you need assistance with online registration or submission of the online application at **444-3604** and speak with Kristel Matchett or Kathy Ruppert.

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If you need additional assistance in the preparation of the application, or if you have financial questions, please contact the following staff:

Program	Phone	Fiscal	Phone
Sheryl Burright	444-3651	Stacy Purdom	444-6678

Application Checklist. Please refer to this checklist before submitting your online application or mailing the required additional documentation.

<input type="checkbox"/> Face Sheet	Online
<input type="checkbox"/> Executive Summary	Online
<input type="checkbox"/> Project Budget	Online
<input type="checkbox"/> Budget Narrative	Online
<input type="checkbox"/> Project Narrative	Online
<input type="checkbox"/> Special Assurances and Conditions	Online
<input type="checkbox"/> Signature Page	Online AND Mail original
<input type="checkbox"/> Non-Profit Status and documentation	Mail

MAIL ADDITIONAL DOCUMENTATION TO:

Montana Board of Crime Control
3075 North Montana
P.O. Box 201408
Helena. MT 59620-1408

Deadline(s): Applications for RFP-#07-13 After School Grants must be submitted online with additional documentation mailed to MBCC not later than August 6, **2007** at **5 p.m.** Applicants may choose to use certified mail to guarantee receipt.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 or FAX (406) 444-4722 TTY 444-7099.